

Position_Delimit

PO13

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/8/2004	A Farrell	Script standards
3/7/06	Chylynn Hansel	Training Update.

Purpose

Use this procedure to delimit a Position.

Trigger

Perform this procedure when a Position is no longer needed.

Prerequisites

Position with all attributes must exist.

Check position relationships to make sure there are no active positions to person relationships.

Menu Path

- Human Resources → Organizational Management → Expert Mode → Position

Transaction Code










PO13

Helpful Hints

The Organizational Management Processor will use this to end the validity of a Position.

HRMS error, warning, and cancellation messages are displayed in the status bar at the bottom of the HRMS window.

Icons identify the message type. The message text you see in practice may differ from what is shown in this procedure.

Message Type	Description
Error 	<p><u>Example:</u>  Make an entry in all required fields.</p> <p><u>Action:</u> Fix the problem(s) and then click  (Enter) to proceed.</p>
Warning 	<p><u>Example:</u>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p><u>Action:</u> If an action is required, perform the action.</p> <p>Otherwise, click  (Enter) to proceed.</p>
Confirmation  or 	<p><u>Example:</u>  Save your entries.</p> <p><u>Action:</u> Perform the required action to proceed.</p>

Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

Maintain Position

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization. Example: Delimit Position 3

3. Click  (Enter).

4. Select **Position→Delimit** from the Menu bar.

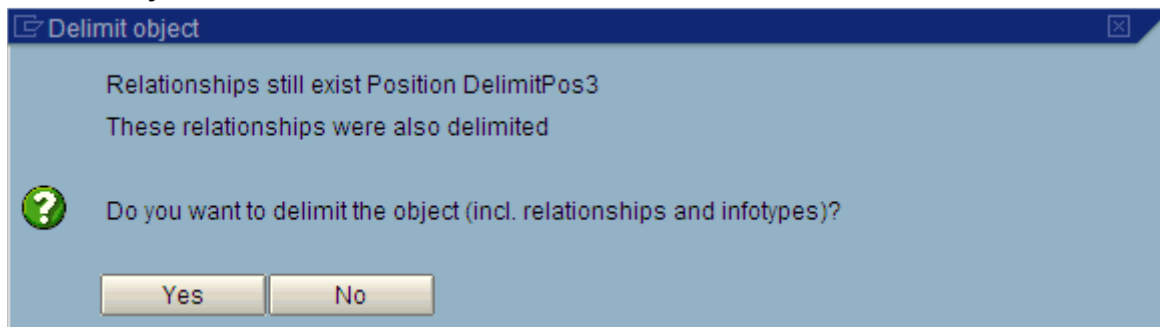
Maintain Plan Data: Delimit Object

5. As required, complete/review the following fields:

Field Name	R/O/C	Description
Delimit date	R	This is the date on which the record is ended. This is most often used when a record is initially created with an infinite end date (12/31/9999) and then later changed to a definite date. Example: 8/11/2004

6. Click  (Delimit).

Delimit object



Check position relationships to make sure there are no active positions to person relationships before clicking "Yes".

7. Click  .

Maintain Position

The screenshot shows the SAP 'Maintain Position' transaction. The top bar includes the SAP logo and menu options: Position, Edit, Goto, Utilities, Settings, System, Help. Below the menu is a toolbar with various icons. The main window is titled 'Maintain Position' and contains a left-hand navigation pane with 'Find by' options: Position, Search term, and Structure search. The main area displays the 'Current plan' for position '60000186', with the abbreviation 'DelimitPos3'. Below this, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table lists various infotypes with checkboxes: Object, Relationships, Description, Planned Compensation, Vacancy, Acct. Assignment Features, Work Schedule, Employee Group/Subgroup, PD Profiles, and Cost Distribution. To the right of the table is a 'Time period' section with a 'Period' radio button and a date range from '01/01/2004' to '12/31/9999'. Below the date range are several radio buttons for selection: Today, Current week, All, Current month, From curr. date, Last week, To current date, Last month, and Current Year. A 'Select' button is at the bottom of the time period section. The status bar at the bottom indicates 'Object 01 S 60000186 is delimited on 08/11/2004' and shows the user 'RA0 (1) (710)' with the role 'ssvaphraedcl' and 'INS'.



Follow the next steps to verify that the Position has been delimited. If you do not need to verify, you have completed the transaction.

